



**State of New Hampshire**  
**Office of Community & Public Health**  
**Bureau of Radiological Health**

**Application for Radiation Machine Registration**

(Instructions follow this form.)

**A. Registrant:** (Legal entity taking responsibility)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town & state: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ (optional)

Management representative & title: \_\_\_\_\_

**B. Site physical address:** (Physical location in New Hampshire of machine(s))

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/town: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ (optional)

Site contact: \_\_\_\_\_

**C. Site mailing address:** (If the same as the registrant mailing address, simply write "SAME" below.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/town, state, & ZIP: \_\_\_\_\_

**D. Machine:**

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Serial number: \_\_\_\_\_

Serial number location: \_\_\_\_\_ Control (C) or high-voltage generator (HV)

Acquisition date: \_\_\_\_\_

Number of sources controlled: \_\_\_\_\_

Type of machine: \_\_\_\_\_ From Table 1

Location of machine within the site: \_\_\_\_\_ (optional)

Fee due: \$ \_\_\_\_\_ × \_\_\_\_\_ = \$ \_\_\_\_\_  
Annual Proration  
fee factor Fee due

(See Tables 2 and 3 for the annual fees and proration factors)

If you have additional machines to register, either use a copy of this form or supply the same information on a blank sheet and attach it to the main registration. Please be sure that machines at different sites are identified. We need to know where the machines are.

**Payment in full must accompany a registration application. We ask that checks be made payable to: Treasurer, State of New Hampshire.**

# Registration Instructions

## Introduction

Possession and operation of radiation machines (e.g., x-ray machines and accelerators) are regulated in New Hampshire. Persons having radiation machines are required to register them and to abide by the applicable provisions of the New Hampshire Rules for the Control of Radiation.

These instructions are to help you register your machine(s) with the Bureau of Radiological Health. The process is simple, but please read the instructions before filling out the form.

To be registered in New Hampshire, your machine must meet three criteria:

- It must be a radiation machine. Simply put, a radiation machine is a device that produces radiation without the use of radioactive material. Magnetic resonance imaging machines are included.
- It must be one of the kinds of machines requiring registration. All radiation machines that need to be registered produce ionizing radiation except magnetic resonance imaging (MRI) machines. Table 1 lists the types of machines. The fee schedule in Table 2 tells you the various categories of radiation machines that need to be registered and what the annual fee is.
- It must be in some way a New Hampshire machine. To meet this criterion your machine must be located in the state. If a machine is transported from address to address, it must be based in the state. Each transported machine is to be registered as if at a location where we can examine required records and the machine itself. If you wish to bring a machine into the state on a temporary basis, you should apply for temporary recognition ("reciprocity") on another form.

## Instructions For Filling Out The Registration Form

These instructions assume there is a single machine to be registered at a single location. If there are two or more machines to be registered at the same location (site), you may either copy the form or provide the required information in an attachment to the application. If there are machines to be registered at more than one site, be sure the location of each machine is clearly indicated. We need to know where each machine is.

### A. Registrant. (The person taking responsibility.)

1. Registrant name.  
The **registrant** is the person taking responsibility for a radiation machine, its users and uses. A registrant may be an individual or it may be a professional association or corporation (PA or PC), a limited liability company (LLC), a partnership, a corporation, a trust, an estate, etc. Please enter the registrant name completely and accurately.
2. Registrant mailing address.  
Enter the registrant's mailing address. Be sure to include the ZIP code with the 4-digit extension.
3. Registrant telephone number.  
Enter an area code and telephone number for the registrant.
4. Registrant facsimile (fax) number.  
Enter an area code and fax number for the registrant. This is optional.
5. Management representative name and title.  
Give us the name of a management representative for the registrant and that person's title if the registrant is not an individual.

## Registration Instructions

### B. Site. (The physical location of the machine.)

1. Site name.  
This should be the name on the door or the sign out front for a business or practice. Of course, it may be the same as the registrant name.
2. Site physical location.  
Enter the machine's street address. Do not use a Post Office box or rural route number. We need to know where the machine is. If there is no street address, provide directions.
3. Site telephone number.  
Enter an area code and telephone number for the site.
4. Site facsimile (fax) number.  
Enter an area code and fax number for the site. This is optional.
5. Site contact name and title.  
Please give us the name of someone at the site we can ask for who is knowledgeable about the machine and operations with it. This is optional.
6. Site mailing address.  
This may be the same as the registrant mailing address. If it is, please indicate that by writing "SAME" in the space on the form. If you give us a different mailing address, please be sure to include the ZIP code and 4-digit extension.

### C. Machine(s)

1. Manufacturer or make.  
Enter the name of the manufacturer or the make of the machine.
2. Model.  
Enter the model designation of the machine.
3. Serial number and location.  
X-ray (and other) machines may have many components with serial numbers. We are interested in a serial number for the machine as a whole. Typically this is the serial number of the main control console. Some machines, especially some used in the healing arts come with a main control that is little more than a computer keyboard. If something goes wrong with it, a common solution is to replace it. If that happens, the serial number of the machine is lost. In effect, there is a new machine to be registered. For this kind of machine, we offer the option of using the serial number of the high-voltage generator instead. Enter the serial number of the machine and the serial number location (control or high-voltage generator) in the spaces provided.  
  
For an MRI unit, use the control console serial number. Indicate the location as "Control."
4. Acquisition date.  
Enter the date you acquired the machine. The month and year alone are acceptable.
5. Number of sources controlled.  
Enter the number of machine-produced radiation sources, e.g., x-ray tubes, the main console controls.

## Registration Instructions

6. Type of machine.

Select the type of machine you are registering from Table 1, Types of Radiation Machines, and enter it in the form.

7. Location of machine within the site.

If you wish, indicate where in the site the machine is located. For instance, a dentist with three machines might want to indicate they are in hygiene rooms 1 & 2 and in the operatory.

8. Fee due.

Calculate the fee due as follows:

Look up the machine fee category in Table 2, Annual Fees for Radiation Machines. The annual fee due will be in one of the columns to the right of the fee category under the number of x-ray tubes or other machine-produced sources of radiation the machine controls.

Next enter Table 3, Proration Factors, with the month the machine was acquired and find the associated proration factor in the right-hand column. Multiply the annual fee by the proration factor in Table 3 to get the fee due for the machine.

Example.

Assume you have a portable x-ray machine for use in veterinary medicine acquired in November. Such machines typically have a single x-ray tube. In section I-A of Table 2, Annual fees for Radiation Machines, you will find the third fee category down covers machines used in veterinary medicine. Under the column for a single source (x-ray tube) you will see that the annual fee is \$145.

In Table 3, Proration Factors, look down the first column for the month of November, the month you acquired the machine. Look to the right and you will see that the proration factor is 0.75. Then the fee due is

$$\$145 \times 0.75 = \$108.75.$$

Note that the proration factor for machines acquired in July is zero. That is, while registration remains necessary, there is no fee to pay for machines acquired in July.

If you have more than one machine to register, repeat the calculation above for each and add the separate fees to arrive at the total fee due.

Mail or bring the registration form and the applicable fee to:

Bureau of Radiological Health  
29 Hazen Drive  
Concord, NH 03301-6504

We ask that checks be made payable to: **Treasurer - State of New Hampshire.**

# Registration Instructions

## Tables

**Table 1. Types of Radiation Machines**

<b>I. Machines used in the healing arts and veterinary medicine</b>	
<b>A. Radiographic machines</b>	
<u>Dental machines</u>	
1	Dental intraoral
2	Dental panoramic
3	Dental cephalometric
4	Dental intraoral/cephalometric combination
5	Dental intraoral/panoramic combination
6	Dental cephalometric/panoramic combination
7	Any portable dental unit
8	Any other dental radiographic unit
<u>Podiatric radiographic machine</u>	
9	Any podiatric unit
<u>Chiropractic radiographic machines</u>	
10	Any chiropractic unit
<u>Medical radiographic and other non-fluoroscopic machines</u>	
11	Bone densitometer
12	Computed tomography (CT) unit
13	Conventional tomography unit
14	Dedicated chest unit
15	General purpose unit
16	General purpose mobile (within site only) unit
17	Mammography unit
18	Mammographic stereotactic unit
19	Any portable non-fluoroscopic unit
20	Any other non-fluoroscopic medical diagnostic unit
<u>Veterinary machines</u>	
21	Any portable veterinary unit
22	Any radiographic machine for veterinary purposes
<b>B. Fluoroscopes in the healing arts and veterinary medicine</b>	
23	C-arm fluoroscope
24	“Mini” C-arm fluoroscope
25	“Special procedure” fluoroscope (including cardiac cath., angio, and EP units)
26	Radiographic/fluoroscopic combination unit (R & F or R/F)
27	Therapy simulator
28	Any other fluoroscope
<b>C. Therapy machines</b>	
29	Accelerator with maximum energy of 500 keV or less (Accelerator $\leq$ 500 keV)
30	Accelerator with maximum energy of more than 500 keV (Accelerator $>$ 500 keV)
31	X-ray machine with maximum potential of 500 kV or less (x-ray $\leq$ 500 kV)
32	X-ray machine with maximum potential of more than 500 kV (x-ray $>$ 500 kV)
<b>II. Machines used in industrial applications and in research and development</b>	
33	Accelerator for ion implantation
34	Accelerator for irradiation
35	Accelerator for other purposes
36	Certified or certifiable cabinet industrial radiographic unit
37	Industrial radiographic unit

## Registration Instructions

38	X-ray fluorescence unit
39	X-ray diffraction unit
40	X-ray irradiator
41	X-ray gauge
42	X-ray lithographic unit
43	Any other industrial or R & D machine
<b>III. Other circumstances</b>	
44	Machine producing radiation incidental to its uses for other purposes
45	Magnetic resonance imaging machine

**Table 2. Annual Fees for Radiation Machines**

Type of Radiation Machine	Annual fee Number of Sources Controlled		
	1	2	3 or more
<b>A. X-ray machines for diagnostic or visualization purposes in the healing arts or veterinary medicine</b>			
1. Radiographic x-ray machines for dental purposes, including, but not limited to, dental intraoral, dental cephalometric, and dental panoramic x-ray machines, and machines combining those functions .....	\$145	\$254	\$362
2. Radiographic x-ray machines for podiatric purposes .....	\$145	\$254	\$362
3. Radiographic x-ray machines for healing arts or veterinary medicine purposes designed to be portable as defined in He-P 4041.02(bx) .....	\$145	\$254	\$362
4. Radiation machines for the generation of non-image information in the healing arts or veterinary medicine, including bone mineral densitometers .....	\$145	\$254	\$362
5. Non-portable diagnostic x-ray machines for healing arts or veterinary medicine purposes, including general purpose radiographic machines, mobile x-ray machines, dedicated chest units, conventional and computed tomography machines, veterinary, chiropractic, and mammography machines .....	\$275	\$482	\$688
6. X-ray machines with fluoroscopic capability without regard to whether they also have radiographic capabilities, including radiographic-fluoroscopic combination machines, C-arm units, angiographic machines, and therapy simulators .....	\$400	\$600	\$800
<b>B. Machines for therapeutic use in the healing arts or veterinary medicine</b>			
1. X-ray machines capable of being used at potentials of 500,000 volts or less .....	\$500	\$876	\$1250
2. X-ray machines capable of being used at potentials greater than 500,000 volts .....	\$2000	\$3500	\$5000
3. Particle accelerators capable of being used at energies of 500,000 electron volts or less .....	\$1000	\$1750	\$2500
4. Particle accelerators capable of being used at energies greater than 500,000 electron volts .....	\$2000	\$3500	\$5000
<b>C. Machines not used for diagnostic or therapeutic purposes on humans or animals</b>			
1. Particle accelerators			
a. Ion implanters .....	\$850	\$1488	\$2126
b. Irradiators .....	\$850	\$1488	\$2126
c. For the production of radioactive material .....	\$2500	\$4376	\$6250

## Registration Instructions

Type of Radiation Machine	Annual fee Number of Sources Controlled		
	1	2	3 or more
d. Other accelerators, including research accelerators.....	\$2000	\$4376	\$6250
2. Machines for industrial radiography			
a. Certified or certifiable cabinet industrial radiographic x-ray machines as defined in He-P 4034.03 .....	\$320	\$560	\$800
b. Other industrial radiographic x-ray machines .....	\$800	\$1400	\$2000
3. Analytical x-ray machines as defined in He-P 4043.03			
a. X-ray fluorescence machines .....	\$350	\$612	\$876
b. X-ray diffraction machines.....	\$350	\$612	\$876
4. X-ray gauges.....	\$400	\$700	\$1000
5. Items of electronic equipment that produce radiation incidental to their operation for other purposes and which are not exempt from registration under the provisions of He-P 4040.03(a) .....	\$100	\$176	\$250
D. Non-ionizing radiation equipment			
Magnetic resonance imaging machines	\$1000		
E. Other circumstances			
1. Radiation machines registered as in storage under the provisions of He-P 4040.11 .....	\$120	\$120	\$120
2. Radiation machines not otherwise specified above .....	\$375	\$656	\$938

**Table 3. Proration Factors**

Month of acquisition of the radiation machine	Proration factor
August .....	1.00
September .....	0.92
October .....	0.83
November .....	0.75
December.....	0.67
January .....	0.58
February .....	0.50
March.....	0.42
April .....	0.33
May.....	0.25
June.....	0.17
July .....	<b>0.00</b>